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SPARTANBURG  
FACULTY  
HANDBOOK  
1975-76



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# ACADEMIC CALENDAR



FALL SEMESTER  
1975

August 26-27 Tuesday-Wednesday	Freshman and Transfer Orientation
August 28-29 Thursday-Friday	Registration
September 2 Tuesday	Classes begin
September 8 Monday	Last day to change course schedule. Deadline for payment of all fees.
October 15 Wednesday	Last day to drop a course without an NC being recorded. Last day to apply for December graduation.
October 20 Monday	Midpoint in Fall Semester
November 27-28 Thursday-Friday	Thanksgiving Recess
December 5 Friday	Last day for graduate students to turn in approved Theses and Dissertations.
December 12 Friday	Reading Day
December 13-20 Saturday-Saturday (including Sat. exams)	Final Examinations
December 31 Wednesday	Semester officially ends

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2. The second part of the report

3. The third part of the report

4. The fourth part of the report

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14. The fourteenth part of the report

15. The fifteenth part of the report

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19. The nineteenth part of the report

20. The twentieth part of the report

21. The twenty-first part of the report

22. The twenty-second part of the report

SPRING SEMESTER  
1976

January 9-10 Friday-Saturday	Registration
January 12 Monday	Classes begin
January 16 Friday	Last day to change course schedule. Deadline for payment of all fees.
February	Founders' Day
February 23 Monday	Last day to apply for May graduation.
March 1 Monday	Midpoint in Spring Semester
March 15-19 Monday-Friday	Spring Recess
April 5 Monday	Last day for graduate students to turn in approved Theses and Dissertations.
April 27 Tuesday	Reading Day
April 28-May 5 Wednesday-Wednesday (including Sat. exams)	Final Examinations
May 7 Friday	Commencement

1940

1941

1942

1943

1944

1945

1946

1947

1948

1949

1950

1940

1941

1942

1943

1944

1945

1946

1947

1948

1949

1950

1951

ORGANIZATION





## ADMINISTRATIVE ORGANIZATION

DIRECTOR:	Olin B. Sansbury, Jr. Administration Building Ext. 200
DEAN FOR ACADEMIC AFFAIRS:	Ronald G. Eaglin Ross Building, Rodeway, Room 217 Ext. 280
DEAN FOR ADMINISTRATION:	Ted R. Eilenberg Administration Building, Room 205 Ext. 202
DEAN FOR STUDENT AFFAIRS:	J. Thomas Davis, III Hodge Center, Room 213 Ext. 228
DIRECTOR, INFORMATION SERVICES	Doyle W. Boggs Ross Building, Rodeway Ext.
ATHLETIC DIRECTOR:	Joseph W. Bowman Hodge Center Ext. 222
LIBRARIAN:	Robert A. Perrin Administration Building Ext. 210
REGISTRAR:	Eric S. Jolly Hodge Center Ext. 220
ADMISSIONS OFFICER:	Paul T. Mack Hodge Center Ext. 247



DIRECTOR, INSTRUCTIONAL  
SERVICES:

Lou Konen  
Ross Building, Rodeway  
Ext. 281

DIRECTOR, CONTINUING  
EDUCATION:

William G. Kissell  
Ross Building, Rodeway  
Ext. 280

DIRECTOR, FINANCIAL  
AID AND VETERANS  
AFFAIRS:

Albert W. Gray  
Hodge Center  
Ext. 226

DIRECTOR, COUNSELING  
AND PLACEMENT:

Anthony V. Pappas  
Hodge Center  
Ext. 228

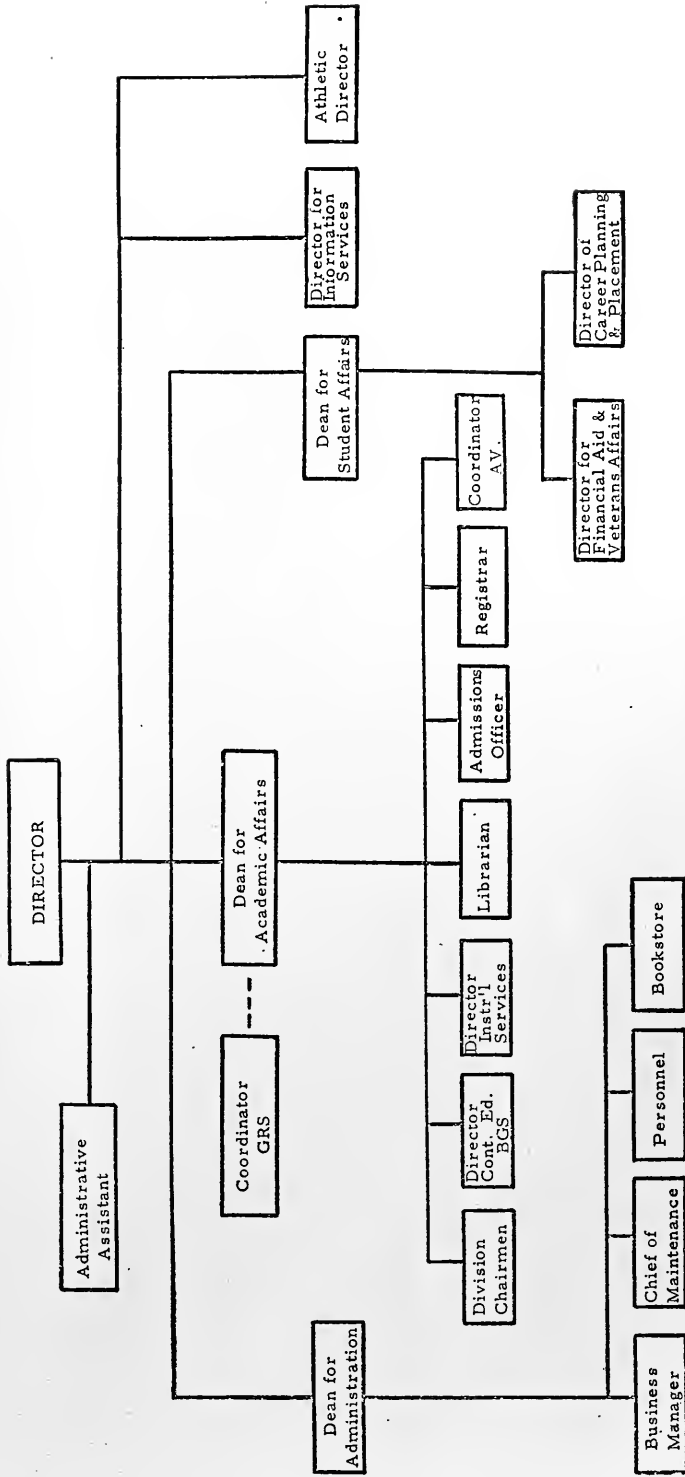
BUSINESS MANAGER:

Robert A. Connelly, Jr.  
Administration Building  
Ext. 230

CHIEF OF MAINTENANCE:

W. Rivers Hall  
Hodge Center  
Ext. 300







SPARTANBURG REGIONAL CAMPUS  
UNIVERSITY OF SOUTH CAROLINA

FACULTY COMMITTEE STRUCTURE  
Revised  
September 13, 1974

GENERAL

Terms. --Terms of all appointed and elected members will run for two years beginning in the first full month of the academic year, unless specified otherwise. No member may succeed himself as a member of the same committee. No faculty member may at one time serve as a voting member on more than two standing Faculty committees.

Ex-officio members. --All ex-officio members will serve permanently. Ex-officio members are not considered to be members of a committee in so far as computing their maximum of two committee assignments is concerned. The nature of being an ex-officio member of a committee is that of an advisory capacity. The ex-officio member should make available to the committee his knowledge and expertise in the matters which the committee considers; he is not empowered with a vote, except as noted, in the decisions of the committee. He should not attempt in any way to exercise control in the decisions of the committee except at the request of the committee. An ex-officio member of a committee cannot be elected chairman of a committee since his membership is in an advisory capacity only. This provision is in accord with an ex-officio member's not having voting rights, since the chairman of a committee is normally allowed to vote in case of a tie. The Director is an ex-officio member of all committees and will not be listed as such separately.





Chairman. --Each committee will elect its own chairman annually during the first full month of the academic year, unless specified otherwise. The chairman will vote only in case of a tie. A faculty member may chair only one committee.

Vacancies. --Vacancies in committee membership caused by unexpired terms will be filled by appointment or election in accordance with the means by which the position originally was filled.

Appointments. --All appointments to committees will be made by the Director.

Responsibility. --Committee chairmen will report all committee actions and recommendations in writing to the Faculty. All committee actions are advisory until confirmed by the Director.

Elections. --All elections will be made by majority vote of the Faculty after due notice of the election has been given.

Scope. --It is understood that the duties of committees and their constituent personnel are drawn from and limited to the Spartanburg Regional Campus, except where noted otherwise.

Names of standing committees. --Academic Affairs, Student Financial Aids, Student Affairs, Admissions and Petitions, Library, Cultural Affairs, Faculty Advisory, Academic Senate, University Publications Board, Faculty Welfare, Athletic Advisory and Facilities Utilization and Planning.

Implementation. --New committees will be activated as deemed necessary and approved by the Faculty. Changes in continuing committees will be made in the month in which the terms of their members are scheduled to begin. In order to fill committees in the first year, it will be necessary to appoint and elect some members for one year terms only.



ACADEMIC AFFAIRS

Consists of eight voting members: six faculty members, three appointed and three elected, and two students appointed annually by the Director from a list of nominations submitted by the Student Government Association. The faculty members of the committee shall be broadly representative of the academic disciplines. In alternate years the faculty members shall be selected as follows:

First year: two appointed and one elected

Second year: one appointed and two elected

Ex-officio members are the Associate Director for Academic Affairs the Head Librarian, and the Coordinator for Continuing Education.

Duties. --To consider and recommend to the Faculty action on all requests for addition or deletion of courses. To review the various curricula of the Regional Campus with special attention to duplication or obsolescence of courses. To consider matters concerning academic requirements and standards, and review current policies and practices for the purpose of making recommendations for changes therein to the Faculty. To consider problems of students who seek relief from Regional Campus and University scholastic regulations or who feel an injustice has been done them in their academic work. To advise the Assistant Director for Student Affairs regarding the academic aspects of orientation.

9/74



## Student Financial Aids

Consists of six elected faculty members, broadly representative of the academic disciplines and three student representatives appointed annually by the Director from nominations submitted by the Student Government Association. The Financial Aids Officer is an ex-officio member.

Duties. --To recommend to the Faculty the basis on which scholarships and loans will be granted. A sub-committee composed of the faculty members of the committee shall award the scholarships and review and approve the allocation of funds awarded by the Student Financial Aids Officer. The Student Financial Aids Officer shall inform the sub-committee (prior to the awarding date) of the scholarships and other financial aids available.



STUDENT AFFAIRS

Consists of four elected voting faculty members broadly representative of the academic disciplines, and three voting student members. Student members are appointed annually by the Director from nominations submitted by the Student Government Association. Two faculty members are elected each year. Ex-officio members are the President of the Student Body and the Assistant Director for Student Affairs. The Assistant Director for Student Affairs will serve as secretary of the Student Affairs Committee. He may not serve as a member of an Honor Court.

Duties. --To enforce the discipline policy of the Regional Campus with regard to academic infractions as well as other misconduct, and to examine the administration of discipline. To formulate recommendations concerning the allocation of disciplinary responsibilities. To consider Regional Campus policies regarding registration and orientation, and make recommendations to the Assistant Director for Student Affairs. To recommend to the Faculty, Regional Campus policy toward extra-curricular student activities. To make recommendations to the Director regarding the expenditure of student activity fees based on the recommended budgets approved by the Student Government Association.

Honor Court. --When charges are brought against a student for academic or other infractions, an Honor Court will be appointed by the committee chairman to determine guilt. The Honor Court will consist of three faculty members and two student members of the Student Affairs committee. In appointing the Faculty members of the Court, the Chairman is not restricted to the membership of the Student Affairs committee.





The Assistant Director for Student Affairs will sit as an observer on the Honor Court. When a student is charged with an academic infraction, the Honor Court will include a faculty member from the academic area where the incident took place. The Honor Court will follow the trial procedure specified in the Student Handbook. The decision of the Honor Court may be reached with four members concurring. Decisions and recommendations concerning sanctions will be reported in writing immediately to the Assistant Director for Student Affairs who will assign appropriate penalties as provided in the Student Handbook.



## ADMISSIONS AND PETITIONS

Consists of six voting faculty members, three appointed and three elected. In alternating years the members will be determined as follows:

First year: two elected and one appointed

Second year: one elected and two appointed

The Admissions Officer and the Assistant Director for Educational Services are ex-officio members. The Admissions Officer is to serve as committee secretary. The Committee may establish special procedures for reviewing applicants during summer terms.

Duties. --To consider Regional Campus admissions policies within University guidelines and to recommend to the Faculty and the Director any broad modification as it may deem advisable. To suspend normal entrance and continuation requirements for individual students, as permitted by Regional Campus and University guidelines.



LIBRARY

Consists of nine voting members: six faculty members, three appointed and three elected, broadly representative of the academic disciplines; and three student members appointed annually by the Director from nominations submitted by the Student Government Association. The Associate Director for Academic Affairs, the Head Librarian and the representative(s) to the Regional Campus Faculty Senate Intra-University Services and Communications Committee are ex-officio members. In alternating years the faculty members shall be selected as follows:

First year: two elected and one appointed

Second year: one elected and two appointed

Duties. --To make recommendations on matters of library policy.



#### CULTURAL AFFAIRS

Consists of seven voting members, four elected faculty members and three students. The students are appointed annually by the Director from nominations submitted by the Student Government Association. Two faculty members are elected each year, one to the position of vice-chairman. The vice-chairman will serve as the Regional Campus Representative to the Arts Council of Spartanburg County. The vice-chairman assumes the chairmanship in the second year of his two-year term. Ex-officio members are the Assistant Director for Student Affairs and the Public Information Officer.

Duties. --The committee will plan a convocations series and other cultural enrichment programs. The Assistant Director for Student Affairs will be responsible for contractual matters, the administration and implementation of the programs, and forward all information concerning cultural programs to the chairman of the committee. The Director of Public Information will publicize the programs.





#### FACULTY ADVISORY

Consists of the elected chairmen of all standing committees and the Faculty Secretary. The Associate Director for Academic Affairs will be an ex-officio member. It normally will meet in the interval between regular monthly Faculty meetings. The chairman will be the Faculty Secretary. It is to be understood that membership on the Faculty Advisory Committee is a part of the duties of all committee chairmen and that this committee assignment does not count in computing the maximum of two committee assignments for each faculty member.

Duties. --To study and report on matters which may be referred to it by the Faculty or the Director, or which the committee may wish to bring to the attention of the Faculty, and to recommend what action, if any, should be taken. It must present to the Faculty a slate of nominees for regular elective vacancies on committees at appropriate times, and it must present to the Director a similar slate of nominees for appointive vacancies on committees at appropriate times.



REGIONAL CAMPUS FACULTY SENATE

Delegation consists of the number of faculty members as prescribed in the Rules of The Regional Campus Faculty Senate.\* The Faculty Secretary shall automatically be one member of the delegation. Other members are elected during the first full month of the academic year to staggered three-year terms.\*\* The delegation may choose its own chairman.

Duties. --To represent the Spartanburg Regional Campus in the Regional Campus Faculty Senate and to report its decisions, in writing to the Director and to the Faculty where appropriate.

\*1971 Regional Campus Faculty Senate Membership Rule: There shall be a minimum of three senators from each regional campus. There shall be one additional senator for every 100 FTE's above 200. The total number of senators from any regional campus shall not exceed five.

\*\*One-third of the members should be elected each year. If an extra member is required, he will be elected in years divisible by three.



UNIVERSITY PUBLICATIONS BOARD

Consists of nine voting members; five faculty members, three elected and two appointed, and four students appointed annually by the Director from nominations submitted by the Student Government Association. In alternating years the faculty members are selected as follows:

First year: one appointed and two elected.

Second year: one appointed and one elected.

The Assistant Director for Student Affairs is an ex-officio member

Duties. --To nominate student editors for all student publications. Editorial appointments are for one year. To recommend the termination of an appointment should an editor fail to perform his duties in a suitable manner. To make recommendation to the Student Government Association and the Director concerning budgets for USC-S publications, including salaries to be paid editors. To develop and recommend to the Director publication policies. To select faculty advisors for all publications. To encourage the development of publications which will enhance the USC-S educational and extra-curricular programs.



#### FACULTY WELFARE

Consists of six voting full-time faculty members, three elected each year, without regard to academic rank. The representative(s) to the Regional Campus Faculty Senate Rights and Responsibilities Committee is an ex-officio member.

Duties. --To communicate to the appropriate administrative official in the form of suggestions the desires of faculty members pertaining to faculty welfare. To serve as a medium through which the faculty may suggest changes and modifications or make their thoughts relating to faculty welfare known. Areas of committee concern apply to the faculty as a whole rather than to individuals and include but are not restricted to:

- a. Fringe benefits, rank, and salary ranges within the University system
- b. Policies regarding teaching load
- c. Conduct and professional ethics
- d. General faculty morale.





#### ATHLETIC ADVISORY

Consists of six voting members: four faculty members, two appointed and two elected, and two student members appointed annually by the Director from nominations submitted by the Student Government Association. One faculty member shall be appointed and one elected each year. The Athletic Director is an ex-officio member.

Duties. --To rule on all questions of eligibility. To develop a philosophy regarding the athletic program and the scheduling of athletic events. To determine conference affiliations.



## FACILITIES UTILIZATION AND PLANNING

Consists of three or more voting members:\* two elected faculty members and one student member appointed by the Director from nominations submitted by the Student Government Association. The faculty members shall be elected for staggered terms and may succeed themselves for one term. Additional faculty, students, or other members may be appointed by the Director with consent of the faculty. Expansion of the committee as provided above is appropriate when special projects or space utilization problems are being considered. The Associate Director for Academic Affairs and the Assistant Director for Educational Services are ex-officio members.

Duties. --To advise the administration on the allocation of facilities--buildings and grounds--and on the planning of new facilities. Matters should be submitted to this committee through the Director or through the Welfare Committee.

\*The Faculty Secretary will specify the total number after consulting with the Director and the Division Coordinators on the anticipated work load of the Committee for the year. The Director's appointments should be compatible with the anticipated tasks of the Committee during its upcoming year.



FACULTY SECRETARY

The office of Faculty Secretary shall be filled by one faculty member elected annually at the last faculty meeting of the academic year. He may be re-elected.

Duties. --To serve as presiding officer of the faculty. The agenda will be prepared by the Faculty Secretary at least three days prior to Faculty meeting and circulated to the faculty. Faculty members may contribute to the agenda by submitting items to the Faculty Secretary at least three days prior to the meeting. The agenda may include:

- a. forthcoming elections to committees, when pertinent;
- b. statements from the Director on major policy;
- c. reports of standing and temporary committees;
- d. old business;
- e. new business, including matters raised from the floor.

To notify Faculty members in writing of all regular and called meetings at least three days prior to the meeting date.



RECORDING SECRETARY

The office of Recording Secretary shall be filled by one faculty member elected annually at the last faculty meeting of the academic year. He may be re-elected.

Duties. --To record and distribute to the members of the Faculty the written minutes of its meetings. To search the minutes of Faculty meetings and annually publish a summary of Faculty actions.





UNIVERSITY MARSHAL

The office of University Marshal shall be an elected position filled by a faculty member. He is elected for a two-year term and may be re-elected.

Duties. --To see that the ceremonial programs of USC-S run smoothly, specifically to include the following: (1) To instruct Student Marshals in methods of accommodating an audience and to work out an ushering plan-for-the-year with the Student Marshals. (2) To make seating arrangements, including platform seating, for all ceremonial programs, and to prepare a processiona. line-up hand-out for the faculty members. (3) To lead the processional march on ceremonial occasions.



COMMITTEE CHAIRMEN  
1974-75

Academic Affairs: Guy Jacobsohn

Student Financial Aids: Bill Reitmeier

Student Affairs: Joe Bowman

Admissions and Petitions: Lou Konen

Library: Jim Sloan

Cultural Affairs: Nancy Babb

Faculty Advisory: Carolyn Wynn

Regional Campus Senate: Conway Henderson

University Publications Board: Mike Dressman

Faculty Welfare: Dane Russo

Athletic Advisory: Virginia Smith

Facilities Utilization and Planning: William Kissell

Promotion and Tenure: Lawrence Moore



FACULTY



# FULL-TIME FACULTY

501 Connelley  
 576-8248

<u>Name</u>	<u>Degree</u>	<u>Rank</u>	<u>Department</u>	<u>Home Address</u>	<u>Telephone</u>
Babb, Nancy	M.N.	Asst. Prof.	Nursing	Georgetown Village, Apt. F-3	576-4169
Babin, Edward C.	Ph.D.	Asst. Prof.	Science/ Mathematics	Moss Trailer Park, Lot 6 342 Old Boiling Springs Rd.	
Baldwin, Betty M. (David)	M.Ed.	Instructor	Education	105 Russell St.	582-9981
Barnes, James E. (Margaret)	Ph.D.	Asst. Prof.	Science/ Mathematics	247 51 Madison Lane 29301	5
Barnes, William J. (Suzanne)	M.S.E.	Instructor	Engineering	Rt. 1, Box 73A, Woodruff	476-8371
Beysiegel, Katie H. (Charles)	M.F.A.	Instructor	Fine Arts	1405 Grant Circle	583-3990
Biehl, Helen (James)	M.Ed.	Asst. Prof.	Nursing	243 St. Matthews Lane	576-0774
Boggs, Doyle W. (Sara Nell)	M.A.	Instructor	History	1110 Seville Apts.	582-6896
Bowman, Joseph C. (Dee)	M.S.	Asst. Prof.	Health/Phys. Ed.	Bryson St.	578-3518
Brown, James W. (Suzanne)	Ph.D.	Assoc. Prof.	History	Fairway Estates Rt. 10, Box 245C1	<del>583-8253</del> 583-8253
Campbell, Joan F. (John)	B.S.	Teaching Assoc.	Nursing	Rt. 3, Crawford Acres	576-8411
Carroll, Mary C. (David)	B.S.	Teaching Assoc.	Nursing	12 Hunting Hollow Rd. Greenville	288-1858 576-0663
Cogdell, Cecilia (Jerry)	M.S.N.	Asst. Prof.	Nursing	212 Savoy St.	
Colloms, Vergene	M.Ed.	Instructor	Music	666 Palmetto St.	583-2149
Connelly, Robert	M.A.	Instructor	Bus. Admin.	Rt. 9, Box 275	576-0076
Crosland, Andrew T. (Phebe)	M.A.	Asst. Prof.	English	245 W. Hampton Avenue	583-9002
Davis, J. Thomas (Fran)	M.S.	Asst. Prof.	Education	104 Bedford Rd.	576-5147
Davisson, Jane (David)	M.Ed.	Instructor	Education	3 Pines, Rt. 3, Woodruff	476-2695





<u>Name</u>	<u>Degree</u>	<u>Rank</u>	<u>Department</u>	<u>Home Address</u>	<u>Telephone</u>
Dent, Susan K. (Frederick)	B.S.	Teaching Assoc.	Nursing	31 Montgomery Dr.	583-8114
Dressman, Michael (Frances)	Ph.D.	Asst. Prof.	English	123 Windyrush Rd.	576-0310
Drucker, Meyer (Barbara)	J.D.	Assoc. Prof.	Bus. Admin.	804 Thackston Dr.	579-4056
Eaglin, Ronald G. (Bonnie)	Ph.D.	Assoc. Prof.	Education	240 Heathwood Dr.	579-1360
Edmunds, John B. (Judy)	Ph.D.	Professor	History	407 Forest Avenue	585-6640
Eilenberg, Ted R. (Elaine)	M.B.A.	Asst. Prof.	Bus. Admin.	238 Talmadge Dr.	579-1675
Franklin, Barry M. (Nancy)	Ph.D.	Asst. Prof.	Education	556 Woodland Avenue	583-3760
Glenn, David M.	M.B.A.	Instructor	Bus. Admin.		
Harvey, Robert L. (Rosemary)	M.S.	Asst. Prof.	Chemistry	344 Ammons Rd.	576-8851
Hawkins, Tom	Ph.D.	Asst. Prof.	Education	Crystal Springs, Apt. 104-4	583-9907
Henderson, Alice (Donald)	Ph.D.	Assoc. Prof.	History	211 Brian Court	579-1803
Henderson, Conway	Ph.D.	Assoc. Prof.	Pol. Science/ Int. Studies	Rt. 1, Box 438, Inman	578-3198
Hendra, Norma (Lawrence)	M.Ed.	Asst. Prof.	Nursing	Rt. 1, Saluda, N. C.	859-6970
Holcombe, Lee	Ph.D.	Asst. Prof.	History	208 Maxine St.	582-8535
Hopkins, Leanne (Bill)	B.S.N.	Teaching Assoc.	Nursing	417 S. Fairview Extension	583-8011
Howard, Betty B. (Andrew)	M.A.T.	Teaching Assoc.	Biology	135 N. Park Dr.	585-2743
Jacobsohn, Guy (Nancy)	M.A.	Asst. Prof.	Mathematics	143 Cornelius Rd.	576-6492
Jilling, Michael (Elizabeth)	Ph.D.	Asst. Prof.	Bus. Admin.	117 Fernridge Dr.	585-1722
Jolly, Eric S. (Ann)	M.A.	Asst. Prof.	Economics	Rt. 1, Box 175-M. Roebuck	574-0343



<u>Name</u>	<u>Degree</u>	<u>Rank</u>	<u>Department</u>	<u>Home Address</u>	<u>Telephone</u>
Keller, Marjorie C. (James)	M.N.	Asst. Prof.	Nursing	233 Greengate Lane	582-8449
Kissell, William G. (Ruth)	M.B.A.	Asst. Prof.	Bus. Admin.	192 Winfield Dr.	579-0565
Knight, Donald R. (Beverly)	M.A.	Asst. Prof.	English	312 W. Hampton Avenue	585-8912
Konen, Lou	Ph.D.	Asst. Prof.	Education	236 East Blackstock Rd.	576-1911
Lamoreux, Lynn	Ph.D.	Asst. Prof.	Biology		
Ledford, Deanne B. (Orr)	B.A.	Teaching Assoc.	Nursing	256 Winfield Dr.	579-0458
Lehman, Jerry D. (Faye)	Ph.D.	Assoc. Prof.	Psychology	Bookgreen Dr., Rt. 1 Inman	472-6775 583-2151
Lesene, Margaret	M.A.	Asst. Prof.	Bus. Admin.	135 Oakland Avenue	578-8437
Mapley, Gordon E. (Gaynell)	Ph.D.	Asst. Prof.	Psychology		
Marriott, Lois (Edward)	M.Ed.	Asst. Prof.	Nursing	Box 567, Henrietta, N.C.	657-6852
Menees, Elbert (Elizabeth)	M.B.A.	Asst. Prof.	Bus. Admin.	314 Lowndes Dr.	579-2261.
Moore, Lawrence (Nancy)	Ph.D.	Assoc. Prof.	Chemistry	109 Briarwood Rd.	576-9546
Moore, Nancy (Lawrence)	M.A.	Asst. Prof.	English	109 Briarwood Rd.	576-9546
Muench, Sally	Ed.S.	Instructor	Education	801 Seville Apts.	585-2557
Muller, Alfred (Dorothy)	Ph.D.	Asst. Prof.	English	G-8 New South Village Apts. Rt. 9, Sigsbee Rd.	574-1089
Noll, Vernon	M.A.	Instructor	Sociology	116-6 Crystal Springs Apts.	583-9907
Pappas, Anthony (Teresa)	Ph.D.	Asst. Prof.	Education		
Patterson, Rebekah	M.A.	Instructor	Audio-Visuals	533 Otis Blvd., Apt. 8	585-1254
Poole, Victoria (John)	M.N.	Asst. Prof.	Nursing	1501 Seville Apts.	583-4055
Quinn, Helen B.	M.N.	Instructor	Nursing	Rt. 1, Box 136, Pacolet	474-2756
Reitmeier, Bill (Jane)	M.S.	Instructor	Physical Ed.	Rt. 1, Box 75RT, Inman	578-1558
Romine, Ronald H. (Peggy)	M.P.A.	Instructor	Social Science		



<u>Name</u>	<u>Degree</u>	<u>Rank</u>	<u>Department</u>	<u>Home Address</u>	
Russo, Dane M. (Carol)	Ph. D.	Asst. Prof.	Psychology	119 Croydon Rd.	576-6345
Sansbury, Olin B. (Muffet)	Ph. D.	Asst. Prof.	Int. Studies	105 Roswell Terrace	579-0322
Seko, Emmanuel V. (Mildred)	Ph. D.	Asst. Prof.	English	114 Normandy Avenue	576-5404
Shelden, Miriam	Ph. D.	Asst. Prof.	Physical Ed.	Rt. 8, Box 124	
Sikes, Elizabeth	M.A.	Asst. Prof.	English	385 Willis Rd., Box 21	576-4737
Sims, Glenda	B.S.	Teaching Assoc.	Nursing	1-5 Prince Hall Apts.	585-7618
Sloan, James P. (Alice)	M.A.	Asst. Prof.	Pol. Science	103 Maple, Clinton	833-2196
Smith, Carol (Ray)	M.A.	Instructor	Education	Rt. 5, Hickory Hills, Inman	578-7289
Smith, Virginia (Michael)	M.A.	Instructor	English	74 Riverbend Apts., Greenville	242-1523
Stavely, Charles E. (Betty)	M.S.	Asst. Prof.	Mathematics	309 W. Hampton Avenue	583-6082
Taylor, David E. (Gladys)	M.A.	Asst. Prof.	Biology	Rt. 4, Box 708 Travelers Rest	834-9594
Taylor, Mary (Ansel)	B.S.N.	Teaching Assoc.	Nursing	121 Dover Rd.	576-1332
Turner, Jack (Jane)	Ph. D.	Asst. Prof.	Biology	121 Greengate Lane	585-7451
Ulmer, M. B. (Sandy)	Ph. D.	Asst. Prof.	Mathematics	Rt. 3, Box 80, Inman	472-6071
Wall, Jessie	D.Ed.	Professor	Education	Tanglewylde Dr.	576-0160
Weeks, Dollie M.	B.S.	Teaching Assoc.	Nursing	789 Maple St.	583-5975
Wenz, Friedrich V. (Ann)	Ph. D.	Asst. Prof.	Sociology		574-1817
Willmot, Carole N. (Michael)	M.N.	Asst. Prof.	Nursing	530 Hemlock Dr., Inman	578-8930
Wynn, Carolyn	M.A.	Asst. Prof.	Spanish	735 Palmetto St., Apt. A	585-5338



# STAFF

<u>Name</u>	<u>Rank</u>	<u>Home Address</u>	<u>Telephone</u>
Bailey, Anne S.	Library Technical Assistant	Rt. 1, Enoree	969-3805
Bradley, Jane P.	Secretary/Audio Visuals, Science, Engineering, and Mathematics	Rt. 1, Box 322-B, Lyman	877-0745
Butler, Joyce	Secretary/Business Office	553 Sidney St.	583-7549
Carter, Ann V.	Clerk Steno/Financial Aid	Apt. 7E, Spartan Villa 2096 E. Main	585-5831
Clowney, Mary	Media Technician	241 Carlisle St.	582-6957
Ebert, Betty	Secretary/Graduate Regional Studies	112 Pineville Rd.	585-2346
Edwards, Sandy	Secretary/Admissions	165 Coldstream Dr.	578-4427
Gaither, Gwendolyn	Library Technical Assistant	744 Wofford St.	585-6321
Gillmore, Elaine C.	Secretary/Nursing	445 Granada Dr.	585-1307
Gilmore, Susan E.	Secretary/Social and Behavioral Sciences	1252 Boiling Springs Rd.	583-5587
Gray, Albert W.	Financial Aid Officer/Veterans Coordinator	404 Shaw Avenue	583-2802
Hackett, Frances J.	Records Clerk	652 Blue Ridge	582-5089
Hall, W. Rivers	Chief of Maintenance	120 Pine Grove Manor	583-0168
Mack, Paul T.	Admissions Officer	Church St., Cowpens	463-6597
Murph, F. Marian	Administrative Assistant	P.O. Box 685, White Stone	474-2907
Owens, Barbara G.	Secretary/Administrative Offices	2 F. St., Inman	472-8622
Owens, Elizabeth	Secretary/Business Administration and Economics and Continuing Education	Box 7, Rt. 1, Pauline	583-2804
Pike, Ruth M.	Secretary/Dean for Academic Affairs	200 Holly Dr.	574-1642
Reeves, Bryant J.	Bookstore Manager	Rt. 9, Box 282	576-8422
Rowe, Peggy S.	Secretary/Student Affairs	192 Park St., Greenville	235-1992
Shiplett, Ruth T.	Accounting Clerk	111 E. Victoria Rd.	583-2393
Sherbert, Jacki	Secretary/Registrar	Rt. 2, Box 500, Campobello	474-2402
Ulmer, Sandra M.	Secretary/Admissions	Rt. 3, Box 80, Inman	472-6071
Worth, Gretchen E.	Secretary/Undergraduate Education	754 Rutledge St.	582-5308
Yarborough, Ailene	Clerk Steno/Graduate Regional Studies	Rt. 2, Roebuck	576-5266





POLICY AND PROCEDURE



## REGISTRATION

A notice is sent annually to each faculty member from the Dean for Academic Affairs giving the date on which all faculty are expected to return to begin work for the Fall semester. Registration days are indicated on the academic calendar. All faculty are expected to be available to assist with the registration process. Division chairmen notify faculty members of their specific duties at registration.

## GRADUATION

The graduation of students is one of the most important events in the academic year. It represents the recognition of a student's achievement. Because of the significance of the occasion for the students and the institution, all faculty are expected to attend the graduation exercises. Caps and gowns may be rented in the spring if faculty members do not own them.



## MEETINGS

The noon hour on Wednesdays is set aside for the purpose of holding any meetings which may be necessary. Faculty meetings are held regularly on the second Wednesday of each month. An agenda is circulated prior to the meeting. Administrative meetings are held each Monday morning in the Administration Building. Faculty committee meetings are called by the chairmen. These meetings are frequently called for the noon hour on Mondays, Wednesdays, or Fridays. There are occasions, however, when committee business and schedules necessitate meetings at other times. The chairmen attempt, insofar as possible, to arrange times convenient for all members. Attendance at committee meetings, faculty meetings, and other meetings such as those of a division or a department is a prime responsibility of every faculty member.

## PROFESSIONAL TRAVEL

Attendance at and participation in professional association meetings is strongly encouraged by the university. Funds are available in each division for travel for all faculty members in that division who are interested in attending such meetings. The division chairman can supply the faculty member with full information regarding the funds available for such purposes.



#### OFFICE HOURS

It is the philosophy of the University of South Carolina at Spartanburg that faculty and administrative personnel be easily available to students. Consequently, every faculty member is expected to post and maintain office hours. A schedule of five hours a week, or one hour each class day shall be considered as minimally acceptable. All faculty members are requested to submit copies of their schedules to their Division Chairmen.

#### TARDINESS - ABSENCE

Tardiness to class on the part of faculty members is frowned upon by the university. However, should an emergency delay any instructor from meeting class at the appointed hour, it has been generally agreed that the students are under the obligation of waiting at least ten minutes past the scheduled class time.

In the case of illness or other exigency necessitating absence from class, the faculty member should notify the Division Chairmen immediately so that arrangements can be made for the class. The Division Chairmen are also charged with filing monthly attendance reports for their faculty with the Business Office.





#### GRADUATE STUDY BY FULL-TIME FACULTY MEMBERS

The improvement of professional qualifications by faculty members is encouraged. However, in order to minimize any disruption of the University of South Carolina at Spartanburg schedule and related activities, all plans for graduate study must be presented each semester to the Division Chairman, who will submit his recommendation to the Dean for Academic Affairs for approval. Final approval rests with the Director.

#### STUDENTS' RIGHT OF PRIVACY REGARDING GRADES

Faculty members must not post, as public information on bulletin boards, office doors, or elsewhere, any grade (daily quiz, hour quiz, mid-term grade, final examination, or semester grade) of any student by name. Such practices, including associating a student's grades with his initials, have been determined by the courts to constitute an invasion of privacy. Class grades may be posted properly when the grade of an individual student on the list is associated with his social security number only.

In addition, the practice of leaving graded quiz papers indiscriminately outside faculty offices or on classroom tables could be interpreted as an invasion of privacy and is therefore prohibited.



## THE RECORDS

Student files are kept in the Records Office and may be used by instructors. However, the files may not be taken from the office area. Also, certain forms for use by students are kept in the Records Office:

Drop-Add-Extra Course Forms -- for use by students dropping or adding courses prior to the final date shown on the University Calendar and by students desiring to take eighteen hours (3.0 GPR in previous semester required)---requires the signatures of instructor and faculty advisor.

Advance Standing Forms -- for use by students placed in higher level courses while exempting courses at a lower level---allows students to receive hour credit for courses exempted provided their performance was "C" or better in advanced work.

Validation Forms -- for use by students to validate courses by examination.



## EMERGENCY PROCEDURE

In case of accident or injury on campus, faculty members are asked to notify the Student Affairs Office or the Switchboard Operator.

## GRADE REPORTING

Class rolls will be placed in faculty boxes as soon as received from the Columbia campus. Corrections must be returned to the Records Office on the forms provided. Also, the yellow copy of each class roll must be returned to the Records Office by the date requested.

Similarly, grade sheets will be placed in faculty boxes as soon as possible after mid-term for freshmen only and prior to exams for all students. Computer deadlines require that all grades be submitted to the Records Office at the time and date designated for each semester. Records personnel are responsible for hand-carrying all grade sheets to Columbia in time to meet these deadlines.

In the event a student withdraws completely from the University after the penalty date, a card will be sent to the faculty member to determine if the student has earned W or WF. These cards are to be submitted to the Records Office for processing.

Should it be necessary to change a grade due to error, this change should be reported to the Records Office. Ultimately, such requests for grade changes are presented for faculty action. However, the grade of "I" may be changed to a letter grade by use of the Change of Grade Form available in the Records Office.



#### VISITING SPEAKERS

Any special convocations or other assemblies outside regular class meetings and involving off-campus speakers must have the approval of the Director prior to the invitation of speakers or performers. Normally the recommendation should be submitted by the faculty member at least two weeks in advance of the desired date to allow time for reviewing the merits of the request and for scheduling on the university calendar. Nothing is official until the event has been cleared and added to the calendar in the Office of Student Affairs. After the event has been scheduled, the Dean for Student Affairs and the Public Information Officer will assume responsibility for appropriate promotion and publicity.





SAMPLE FORMS



INSTRUCTIONS AND EXPLANATIONS OF FORMS ARE ON THE PAGE OPPOSITE EACH FORM.

#### TEXTBOOK PROCUREMENT FORM

This form is appropriate for ordering texts to be used in specific courses. It should be filled in completely; turned in to the division chairman for approval; and, upon approval, will be forwarded to the bookstore. If a desk copy is needed by the instructor, write "desk copy" in the left margin and the secretary will place the order. Should the faculty member choose, he may obtain a Desk Copy Request Form from the division secretary and place the order himself. Textbook orders for Fall semester should be placed by October 15, orders for Spring and Summer semesters by March 15.

TEXTBOOK PROCUREMENT FORM

COURSE NUMBER AND TITLE \_\_\_\_\_

copies Text and course material required for this course

\_\_\_\_\_ 1. Text title \_\_\_\_\_

Author \_\_\_\_\_

Edition \_\_\_\_\_

Publisher \_\_\_\_\_

\_\_\_\_\_ 2. Text title \_\_\_\_\_

Author \_\_\_\_\_

Edition \_\_\_\_\_

Publisher \_\_\_\_\_

\_\_\_\_\_ 3. Text title \_\_\_\_\_

Author \_\_\_\_\_

Edition \_\_\_\_\_

Publisher \_\_\_\_\_

\_\_\_\_\_ 4. Text title \_\_\_\_\_

Author \_\_\_\_\_

Edition \_\_\_\_\_

Publisher \_\_\_\_\_

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Signature of Division Chairman

\_\_\_\_\_ Semester, 19\_\_\_\_



DESK COPY REQUEST FORM

ATPI-NACS policy: Publishers and bookstores prefer that  
Instructors write directly to the publishers for desk copies.

Date \_\_\_\_\_

To \_\_\_\_\_  
(Name of Publisher)

\_\_\_\_\_  
(Street) (City and State)

Gentlemen:

Your book (Please specify author, complete title and edition).

\_\_\_\_\_

\_\_\_\_\_

has been adopted as a required text in my course \_\_\_\_\_

The course begins \_\_\_\_\_ and will have an approximate enrollment  
of \_\_\_\_\_ students.

I have not previously received a sample or desk copy of this book.

Please send me one.

Name \_\_\_\_\_

Department \_\_\_\_\_

College \_\_\_\_\_

City and State \_\_\_\_\_

Mail this form directly to the publisher named. Use a separate sheet for  
every book requested even though the book is for several instructors  
teaching the same course).

This form is provided for your convenience by the American Textbook  
Publishers Institute and the National Association of College Stores.

#### EXAMINATION COPY REQUEST

Should the instructor desire to examine a new text for possible adoption, this form may be obtained from the division secretary. The faculty member may choose to complete it and mail it himself, or the secretary may do so if the necessary information is supplied.



EXAMINATION COPY  
REQUEST FORM

Date \_\_\_\_\_

PUBLISHER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

Gentlemen:

I would like an examination copy of the following book(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

for possible adoption as a required text in my course \_\_\_\_\_

\_\_\_\_\_.

This course begins \_\_\_\_\_ and will have an approximate  
enrollment of \_\_\_\_\_ students.

I have not previously received a sample or desk copy of this book.

Please send me one.

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

COLLEGE \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

ZIP \_\_\_\_\_

#### TRAVEL REQUEST

Travel requests must receive prior approval by the division chairman, and be filed with the division secretary before the trip. The top half is for estimated expenses, etc.; the bottom half is for actual expenses, etc., and should be filled in upon completion of the travel. All receipts for lodging should be kept and turned in to the secretary immediately upon return, in order to expedite reimbursement. These forms may be obtained from the division secretary.

## TRAVEL REQUEST

## ANTICIPATED EXPENDITURES

[illegible]

Purpose of Travel.

Signature of Originator

Signature of Approval

## ACTUAL EXPENDITURES

[illegible]

\*\*OTHER (please specify)

\*Other (please specify)

#### MOTOR VEHICLE RESERVATION

This form should be filled in and sent to the business office well in advance of the planned travel in order to reserve a car or van. The business office will send notification of the approval or denial of the request. A credit card is issued with each vehicle. Please save any credit card receipts and turn them in to the business office with the card and keys upon returning.

USC - SPARTANBURG REGIONAL CAMPUS  
MOTOR VEHICLE RESERVATION FORM

PLEASE FILL OUT ALL INFORMATION ON THIS FORM  
AND RETURN TO THE BUSINESS OFFICE AS SOON AS POSSIBLE

Type of Vehicle: ( ) Station Wagon ( ) Bus (Maxi-Van) ( ) Sedan

Requested By \_\_\_\_\_ Department \_\_\_\_\_

Date Required \_\_\_\_\_ Time Required \_\_\_\_\_

Date to be Returned \_\_\_\_\_ Time to be Returned \_\_\_\_\_

Destination \_\_\_\_\_

Name of Drivers \_\_\_\_\_

Does Driver Possess Valid S. C. Driver's License? \_\_\_\_\_

Number of Passengers \_\_\_\_\_

OFFICE USE ONLY

Status \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

DATE  
Left \_\_\_\_\_ Returned \_\_\_\_\_

TIME  
Out \_\_\_\_\_ a.m. \_\_\_\_\_ In \_\_\_\_\_ a.m.  
p.m. \_\_\_\_\_ p.m.

MILEAGE  
Before      -      After      -     

CHARGES

AMOUNT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____
_____
_____
_____

TOTAL

\$

#### OFFICE SUPPLIES REQUEST

The supplies indicated on the form are available from the campus supply. They are issued to each division secretary weekly. Check any items needed; give the form, with your name indicated at the top below the date, to the division secretary. She will obtain the supplies which may be picked up from her at the division office. These forms may be obtained from the division secretary.

## OFFICE SUPPLIES REQUEST

Dept: \_\_\_\_\_  
Requested By: \_\_\_\_\_  
Approved By: \_\_\_\_\_  
Checked By: \_\_\_\_\_

[illegible]

PLEASE SUBMIT ALL REQUEST IN DUPLICATE

#### REQUEST FOR PURCHASE

This form, approved by the division chairman, is necessary before any equipment or supply order or purchases may be made. It should be filled in as completely as possible to aid the business office in making the correct purchase. The form should be turned in to the division chairman for his approval; he will then forward approved forms to the business office. If the items requested are needed immediately, please write RUSH in red on the form so that immediate processing of the request may be accomplished.



UNIVERSITY OF SOUTH CAROLINA  
SPARTANBURG REGIONAL CAMPUS  
REQUEST FOR PURCHASE

DATE \_\_\_\_\_

DEPT. HEAD

CLASS

[illegible]

FOR INSTRUCTIONS SEE BOTTOM OF REQUEST FOR DIRECT EXPENDITURE FORM.

1. This form is to be used for all direct expenditures, (i.e., local purchases of office supplies, food supplies, educational supplies for emergency needs, maintenance supplies, luncheons and motel accommodations for special guests and lecturers.
2. All expenditures must be approved in advance by both the Department Head and the Business Manager.
3. Submit request, with all packing or receiving slips attached, to the Business Office not later than the next working day.
4. Vendor must be notified to send invoices to - Business Office  
USC-Spartanburg  
Spartanburg, S. C. 29303



#### FILM REQUEST FORM

Films are available from many sources for use in the classroom. Becky Patterson, who is responsible for audio-visual aids and materials, has catalogs in her office listing films available from USC and many other sources. Duplicate catalogs are also available at the Rodeway in the audio-visual room and in the Administration Building in the main office. This form should be filled in completely, given to the division chairman for approval, and he will forward approved forms to Ms. Patterson for ordering. These forms may be obtained from Ms. Patterson or any division secretary.

## AUDIOVISUAL SERVICES AVAILABLE TO USC-S FACULTY

AUDIOVISUALS IS A SERVICE DEPARTMENT TO ALL FACULTY AND STUDENTS. MOST SERVICES ORIGINATE FROM THE COORDINATOR'S OFFICE - HC243. THE DEPARTMENT IS STAFFED BY BECKY PATTERSON, COORDINATOR; JANE BRADLEY, SECRETARY; AND VARIOUS STUDENT ASSISTANTS.

### THE AUDIOVISUAL DEPARTMENT OFFERS THESE SERVICES:

CONSULTATION ON HOW MEDIA CAN BE IMPLEMENTED IN THE CLASSROOM, I.E. WHICH RESOURCES ARE BEST FOR SPECIFIC NEEDS: HOW TO STRENGTHEN STUDENT RETENTION WITH VISUALS: HOW TO USE RESOURCES AS INTEGRAL PARTS OF TEACHING - NOT "AIDS".

ASSISTANCE AND/OR CONSULTATION IN PREPARING LEARNING PACKAGES FOR SPECIALIZED USES.

CATALOGS ARE AVAILABLE FOR SELECTION OF FILMS, TAPES, ETC. TO BE RENTED OR PURCHASED. ALL FILM RENTALS, FREE OR OTHERWISE ARE HANDLED THROUGH THIS DEPARTMENT. SEE ENCLOSED FORM.

AUDIOVISUAL EQUIPMENT IS MAINTAINED IN EACH BUILDING. CHECKOUT OF EQUIPMENT IS AVAILABLE IN A202, HC243, R103.

### AVAILABLE EQUIPMENT:

16MM PROJECTOR	PHONOGRAPH
8MM LOOP PROJECTOR	FILMSTRIP PROJECTOR
8MM STANDARD/SUPER PROJECTOR	SOUND/FILMSTRIP PROJECTOR
REEL TO REEL AUDIO TAPE RECORDER	35MM SLIDE PROJECTOR (KODAK CAROUSEL)
CASSETTE AUDIO TAPE RECORDER	LATERN SLIDE PROJECTOR
CASSETTE AUDIO TAPE PLAYER	REEL TO REEL B&W VIDEO TAPE RECORDER
OVERHEAD PROJECTOR	V/CAMERA
OPAQUE PROJECTOR	3/4" COLOR CASSETTE VIDEO RECORDER-
PORTABLE REEL TO REEL B&W VIDEO	NO COLOR CAMERA
TAPE RECORDER W/CAMERA	

DEMONSTRATION IN USE AND OPERATION OF EQUIPMENT IS AVAILABLE ANY TIME.

### THESE TYPES OF AUDIOVISUAL PRODUCTION ARE AVAILABLE ON REQUEST:

DRY MOUNTING	SIGN-MAKING
35MM SLIDES	DARKROOM SERVICES
-LETTERING (TITLES, TABLES, GRAPHS, ETC.)	-B&W PRINTS
-COPY WORK	-COLOR SLIDES
-DUPLICATING	8MM FILMING
-DIAZO	VIDEO TAPING
OVERHEAD TRANSPARENCIES	AUDIO TAPE DUPLICATING
-THERMAL	GENERAL GRAPHICS
-DIAZO	LAMINATING
-COLOR LIFT	

CAT. NO.	TITLE	CHOICE OF DATES 1st                      2nd	DO NOT SEND AFTER	DO NOT USE THIS COLUMN





## English Writing Laboratory

The English Writing Laboratory is designed to serve those students who have already completed freshman English programs, but who need further assistance and instruction to improve their writing skills. Students may receive assistance in the laboratory by being referred by an instructor in one of their courses, or they may come to the laboratory and request assistance themselves.

Students in the Writing Laboratory will be tested with the Missouri English Test and with a writing sample designed by the English department. The student's particular needs will be diagnosed by using the above combination of testing instruments and by the problem areas indicated on the referral sheet. When the student's needs are assessed, he will receive individual instruction from a full-time member of the English department. Upon achieving competence in his writing skills, the student will be certified by his primary laboratory instructor and by one other English instructor. One copy of his certification and referral sheet will be sent to the referring faculty member, one will be given to the student, and one will be kept on file in the English Writing Laboratory.

A student may be referred to the writing laboratory during a course or at the end of the course. If referral is made at the end of the course or if the student has not achieved competency by the end of the semester in which he was referred, he will receive an Incomplete ( I ) from the referring instructor which will be changed to a specific grade upon certification of the student's competency.

A copy of the referral form is included in the sample forms in section 5 of the faculty handbook. Additional forms may be obtained from any division secretary or from the secretary for the Division of



Fine Arts, Languages, and Literature.

The hours of the English Writing Laboratory and the staffing faculty may be found in the English section of the master schedule.

#### REFERRAL TO ENGLISH WRITING LAB

This form should be used to refer a student who is deficient in writing skills to the English Writing Lab. Please complete as fully as possible. A complete explanation of the writing lab is included in the faculty handbook on the following page. These forms may be obtained from any division secretary.

Referral to English Writing Lab

Student's Name: \_\_\_\_\_

Course Referred From: \_\_\_\_\_

Referring Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Writing Problems

- ☐ 1. Spelling
- ☐ 2. Sentence Problems I (such as punctuation errors, capitalization errors, comma splice, sentence fragments and run-on sentences)
- ☐ 3. Sentence Problems II (such as subject-verb non-agreement and pronoun-noun non-agreement)
- ☐ 4. Paragraph Problems (such as organization and development)
- ☐ 5. Term Paper (development, documentation and organization)
- ☐ 6. Essay and/or Essay Tests (such as statement of topic, organization, and support)
- ☐ 7. Other: Please Comment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-----  
TO BE FILLED IN BY LABORATORY PERSONNEL

This student has achieved competency in the above areas.

Date: \_\_\_\_\_

First Instructor: \_\_\_\_\_

Second Instructor: \_\_\_\_\_



## NOTES









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